



**EMPLOYMENT OPPORTUNITY**

**Bexley Public Library**

2411 E. Main St.

Bexley, OH 43209

614-231-9709

**JOB POSTING: Assistant Manager of Public Services**

**DATE OF POSTING:** 1/13/14

**SCHEDULE:** Full time, exempt

**BENEFITS:** Benefits include sick and vacation leave, health insurance, and membership in the Ohio Public Employees Retirement System

**APPLICATIONS RECEIVED BEFORE JANUARY 19, 2014 WILL RECEIVE PREFERENCE**

**Summary of Position:**

The Assistant Manager of Public Services is a newly created position that is responsible, under direction from the Public Services Manager, for leading and supervising some of the professional and paraprofessional staff on the Youth and Adult Services teams. Responsibilities include: modeling high performance standards, monitoring performance, and providing regular coaching and feedback. Additional responsibilities include explaining and enforcing library policies and procedures and performing public service for both Youth and Adults. The successful candidate will demonstrate the willingness and ability to serve as a leader and manager, and will possess excellent interpersonal, customer service, and decision-making skills.

**Summary of Requirements:**

1. Master's Degree in Library Science from an ALA accredited institution; and
2. A minimum of (2) years of library experience OR an equivalent combination of knowledge, skills, and experience
3. One (1) year of management experience preferred

**A complete list of requirements and the full position description are available on the library's website: [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment)**

**To apply, you must complete the following:**

1. Complete and submit a Bexley Public Library job application form, located on the library's website: [www.bexleylibrary.org/employment](http://www.bexleylibrary.org/employment).
2. E-mail a copy of your resume, cover letter, and contact information for three professional references to: [rrubin@bexleylibrary.org](mailto:rrubin@bexleylibrary.org).